

Date: 20 August 2001  
From: Asst. Prof. Michelle G. Koul, [koul@usna.edu](mailto:koul@usna.edu), 3-6532, Rickover 323  
To: Midshipmen in EM217 – Strength of Materials  
Subj: Course Policy Statement for Fall 2001

1. Cooperative Groups: Cooperative groups will be assigned for completion of homework assignments and group study.
2. Assignments:
  - (a) Assignments are provided in the course syllabus and are due at the beginning of class on the dates shown.
  - (b) See “COURSE OBJECTIVES AND POLICIES” for the expected homework format. Please include Group Number on the cover sheet.
  - (c) Each student must hand in an individual homework assignment. However, only one assignment from each cooperative group may be graded.
  - (d) Absentees are responsible for any work assigned and meeting the given due dates (give HW to a group member if you will be absent).
3. Laboratory Reports: Lab reports are to be completed on an individual basis by due dates TBA.
4. Quizzes: Quizzes will be administered unannounced throughout the semester and will be closely related to recent problem assignments.
5. Grading: Consistent with Course Coordinator’s “COURSE OBJECTIVES AND POLICIES”.
6. Extra Instruction: Appointment times are extremely flexible. Contact in advance to guarantee appointment and arrive with specific questions.
7. Teaching Schedule: 5<sup>th</sup> and 6<sup>th</sup> M-F. Attending a class in lieu of the one assigned is prohibited, with the exception of a military obligation and my prior notification.
8. Classroom Decorum:
  - (a) Arrival to class is defined by your bodily presence. Tardiness and excessively long “breaks” will be reported via the MIDS system without prior consultation with the student.
  - (b) FOOD IS NOT PERMITTED IN THE CLASSROOM.
  - (c) Distracting/excessive conversation will result in ejection from the classroom.
9. Internet Resources: You are responsible for any material or assignments disseminated via Email. HW solutions and other resources will be posted at <http://web.usna.navy.mil/~koul/usna.htm>.

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